

INTERNATIONAL CITY MANAGERS' ASSOCIATION
1313 EAST 60TH STREET - CHICAGO 37, ILLINOIS

Route To: Nov. - '46

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MANAGEMENT OF CITY-OWNED MOTOR EQUIPMENT

What is the general policy with regard to ownership and control of motor vehicles in the city government, and how can a city best organize for the management and supervision of vehicles used in the municipal service?

With an increasing amount of new equipment becoming available cities are again building up the number of motor vehicles in various municipal services. The management of such equipment involves relations between departments and the careful adjustment of operating and service crews to secure the maximum use and best care without handicapping routine services. Public works departments frequently operate the municipal garage or central equipment unit. But regardless of the method of control used, every city should be able at any time to answer questions on what items of equipment the city owns, where they may be found, who is responsible at any hour of the day for their custody.

City Ownership. In regard to passenger automobiles the city may own the cars and furnish them to employees, or employees may use their own cars for city purposes and receive either a flat monthly allowance for expenses or a sum based on mileage. A few cities secure passenger car service by contract with a private company for fleet rental or taxicab service. Furnishing employees with city-owned cars probably provides the best solution to a major portion of the city's automobile needs for the following reasons. (1) The city pays the actual cost of operation; the employee neither loses or gains from the operation of the car. (2) Employees are relieved of the necessity of financial investment. (3) The type of car best adapted to the job can be selected. (4) A more uniform appearance is obtained with the name of the city on the cars. (5) Uniform maintenance standards should increase the safety record. (6) The city can more readily control the movements of its employees.

If the city ownership policy is followed its uniform and effective application requires unified equipment supervision and adequate control of use to avoid possible abuses. A common source of waste under this method is the full-time assignment of cars to persons who make only occasional use of them. This leads to high mileage costs. Employees who use city cars chiefly to carry them from home to work and back are in effect paid an unearned salary supplement. Through the application of proper rules an employee who has no need of a car full-time would not be assigned one. The city needs only enough cars to meet ordinary needs. Peak or periodic demands can be supplied by taxi service or through a pool.

Employee Ownership. Employee ownership eliminates a great deal of record keeping and it may be the most economical method for persons who make limited official use of a car because city ownership would involve an undue investment in such cases. Employees who own their own cars also are likely to operate and maintain them more carefully. If a flat allowance is used the payments should be adjusted to the approximate relative use by different employees. Where cars are used continuously city ownership or flat amounts are preferable, but where the use varies widely from week to week the mileage allowance is the more fair method both to the city and to the employee. While it is a more exact method than the flat allowance, it requires more record keeping, it calls for constant speedometer reading, and it is difficult to

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discover failure to deduct personal mileage from the record. A few cities furnish gas, oil, and repairs to employees who own their own cars, but this method has little in its favor.

Some cities use a combination mileage and flat rate allowance. A maximum monthly amount is set based upon the average mileage times the mileage rate. Each month the employee is paid for the miles actually traveled but not exceeding the maximum. At the end of the year underruns are balanced with overruns and adjustment made so that he may be compensated on the total maximum allowance for 12 months. In the business field the mileage allowance plan is more widely used than the flat allowance. A group of 16 business concerns in 1935 paid an average allowance of five cents per mile on employee-owned cars, and in 1940 this figure had dropped to four cents per mile. Information on operating costs compiled by these companies showed that the allowance on employee-owned cars exceeded the cost of operating company-owned cars.

This survey of practice in the business field, as set forth in the pamphlet entitled "The Management of Business Automobiles" (Policyholders' Service Bureau, Metropolitan Life Insurance Company, 1 Madison Avenue, New York) shows that there has been an increasing tendency among private concerns to establish an allowance on employee-owned cars that gives some recognition to variations in operating costs. Such variable allowances generally take the form of a higher mileage allowance for short distances per week, with a decreasing allowance for longer distances. Another plan is the use of a fixed allowance per period of time plus a fixed allowance per mile. The latter method has been more popular probably because of its simplicity.

Some type of variable allowance is taken into consideration by many city governments. For example, Cincinnati allows 5 cents per mile with a \$20 per month maximum. The maximum is increased to \$30 per month for employees who have to drive outside the city limits. Detroit allows 6 cents per mile for actual city use with a predetermined ceiling based on the estimated amount of driving necessary. Los Angeles County allows 6 cents per mile for the first 300 miles in a month, and 5 cents per mile for all over 300; plus 2 cents per mile if a trailer is attached to the automobile. St. Louis allows 5 cents per mile for the first 300 miles per month, 4 cents per mile for the second 300 miles, and $3\frac{1}{2}$ cents per mile for all mileage over 600. (See supplement for allowance in Kansas City.)

While no single plan fits all circumstances it is quite logical that use of city cars is preferable for most services, employee-owned cars for a few positions, and rental contract for incidental transportation. Whatever plan is used, an adequate check must be set up to insure that the city pays only for transportation of employees on official business. Strict rules against private use must be adopted and enforced (see supplement to this report).

Central Equipment Division. The responsibility and organization for equipment management, financing of central equipment division, keeping of equipment records, purchasing of equipment, policy with regard to insurance, and procedure in handling accidents and damaged property--all of these matters must be considered in planning for the proper handling of motor equipment. In this report only brief mention can be made of some of these factors; more detailed information is contained in the chapter on equipment management in the volume Municipal Public Works Administration, published this year by the International City Managers' Association.

Many cities find it desirable to centralize the responsibility for equipment management. The head of the central garage or equipment division should understand equipment problems, departmental needs, repair methods, and vehicle construction. He can save a large city many times his salary by assisting in the preparation of specifications for equipment purchases, by inspecting equipment to see that it is kept in proper repair, by supervising the repair shop to make certain that maximum use of all equipment is secured at minimum cost.

Central equipment divisions are usually of two general kinds--those having complete supervision of motor vehicles with or without control of storage facilities, and those doing only repair service with departmental responsibility for the management of the vehicles. An increasing number of cities are providing for centralized maintenance and operation of all city-owned equipment. Under this plan the operating departments rent the equipment from the central garage or equipment division. A central pool or taxi service also may be supplied with operating departments billed on a time-and-mileage basis. Department heads requisition motor equipment of all kinds as needed from a central dispatcher who keeps continuous tab on all assignments. There must of course be full cooperation between the equipment supervisor and the operating department head, and the finance department must exercise enough auditing control to assure the establishment of proper rental rates.

Central equipment divisions are often financed through a revolving fund kept alive by departmental payments for work done. Another method is to establish a general ledger clearing account, using available city cash as the working capital. Under the revolving fund plan if the ownership of the equipment is vested in the central bureau the rental rate should include all expenses including maintenance, depreciation, and overhead. Some equipment rates are set up on an hourly, some on a daily, and some on a mileage basis, according to the nature and extent of the work. The head of each operating department should know what these rates are so he can estimate the total amount needed for equipment use for his department.

Equipment Records. Adequate accounting and records are necessary for the proper supervision and management of motor equipment. Separate accounts should be kept for each motor unit so that costs can be based on the performance unit, and comparisons made on a per-mile basis. This information will make it possible to tell when the operating expense of a motor unit has become so great that it would be cheaper to buy new equipment; when a vehicle is being abused by the driver; when there is an excessive use of gasoline or oil; and what type and make of car or truck can be operated most economically for the service required. One of the most important records is the individual equipment record which is a standard form prepared and sold by Public Administration Service (1313 East 60 Street, Chicago). Other records include an inventory and depreciation schedule, repair work orders, mechanics' time cards, monthly summary of equipment expense, and monthly statement of equipment operations. Accounting procedures and forms are contained in a pamphlet, Accounting for Government-Owned Motor Equipment, issued by the Municipal Finance Officers Association, 1940, at 50 cents.

Accidents. City employees should be required to report to a specified official any accidents or damage involving city-owned vehicles or privately owned vehicles in use on city business. The city official should then find out if the city carries liability or other insurance on the equipment involved, or if the employee carries his own insurance. This official should also secure a duplicate of the police department report on the accident. This

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information in some cities is presented to an accident investigation committee consisting of the city attorney, the director of finance, the director of motor equipment, the department head under which the employee works, and the supervisor of the police traffic accident prevention division. This committee attempts to determine the responsibility for the accident, and whether or not the employee, insurance company, or another party involved, should be billed for the damage to city equipment. Some cities also have regulations on how insured and uninsured city equipment will be repaired. Insured equipment is sent to an outside agency for repair and the insurance company billed, while uninsured equipment is repaired by the municipal garage and the employee, or other parties who may be liable, billed for the cost. An excellent example of a useful guide for employees is a 15-page pamphlet entitled, Rules Regulating Operation of City Vehicles, issued this year by Kansas City, Missouri.

Insurance. Large cities with much motor equipment probably can carry their own risk cheaper than buying insurance. For this reason some of the larger cities do not carry any liability, theft, or fire insurance on automotive equipment. Smaller cities, however, carry liability insurance in the case of nongovernmental functions where the city is liable. A few cities also carry liability insurance in case of governmental functions, and insert a clause in the policy to prevent insurance companies from setting up a defense behind the nonliability of the city for governmental functions. With regard to theft and fire insurance, most cities can afford to carry their own risk.

Rules and Regulations. Whatever method of equipment management is adopted it is desirable for the city to issue rules and regulations so that department heads and employees will know how the plan operates and what is expected of them. Among the most comprehensive rules of this type now in effect are those of Kansas City and St. Louis, Missouri, both of which are reproduced in a supplement to this report. They can easily be adapted for use in smaller cities. Copies of the forms referred to in the Kansas City regulations and a copy of the individual equipment record form may be obtained on request to MIS.

REGULATIONS ON THE USE AND OPERATION OF MOTOR VEHICLES IN
KANSAS CITY AND ST. LOUIS

(In this supplement are reproduced the administrative regulations issued by the city manager of Kansas City, Missouri, on July 1, 1946, and the rules and regulations issued by the city of St. Louis, Missouri, in June, 1946.)

KANSAS CITY, MISSOURI

City Owned Motor Vehicles

1. City Owned Vehicles - How Marked - License Plates - Excepted Vehicles. Each city-owned motor vehicle shall be plainly marked on each side with the official seal of the city, the name of the department, and the department serial number. Vehicles of the fire department may be excepted from the requirement, but shall otherwise be identified by color and marking as the property of the Kansas City Fire Department. In all cases where motor vehicles carry departmental metal tags, the serial number on the sides of the vehicles and the number on the tags shall correspond.
2. Use of Unmarked Vehicles Prohibited. No officer or employee or other person shall operate a city-owned motor vehicle unless said vehicle is marked as provided herein.
3. Markings Removed When Vehicle Disposed of. Transfer markings and city license stickers shall be removed from each car or other vehicle when disposed of by the city.
4. Used on City Business. City-owned motor vehicles shall be used only on city business.
5. Parking of Vehicles. Such motor vehicles shall be parked, when not actually in use, in the city hall garage or in other city garages or parking lots. No car shall be kept at the home of the employee over night except on written permission of the City Manager upon the recommendation of the department head. (See below for these exceptions.)

Permission to Keep City-Owned Motor Cars Out of City Garage at Night

1. Authority to Store City-Owned Vehicles at Home of Employee - How Obtained. When in the opinion of the department head, the conduct of city business may be facilitated thereby, authority may be given to individual employees to keep a city-owned motor vehicle at the home of the employee over night upon recommendation of the department head and approval of the city manager. In each case an application for such authorization on Form MV-6 (revised) shall be filled out and submitted in duplicate to the city manager. When approved by the city manager, the original copy shall be sent to the Division of Motor Equipment for filing and the second copy returned to the employee's division together with a countersigned authorization card provided for in (2). All authorizations expire on January 1 and July 1 of each year. New requests on Form MV-6 (revised) shall be filed in duplicate at least two weeks prior to January 1st and July 1st of each year by all employees whose duties at that time require the use of city-owned cars to the extent that such cars must be kept at the home of the employees at night.

2. Authorization Card. The employee whose request has been approved will be issued an authorization card, Form CM-13. This authorization card

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shall bear the name and registration number assigned to the employee. The employee must carry this card with him whenever he is driving a city car under these conditions.

3. Vehicle Must Be Properly Garaged. Where permission is given to park a city-owned vehicle at the home of an employee over night, such vehicle must be stored in a garage. Each department head shall assume responsibility for the enforcement of this provision and prevention of the car's use on other than city business.

4. Forms Obtained From the Storeroom. Each department will find supplies of Forms MV-6 and MV-11 available in the storeroom in the city hall.

5. Report of Emergency Trips Justifying the Driving of A City-Owned Car to the Home of an Employee. Each city employee authorized to drive a city-owned vehicle to his home over night shall file in the office of the city manager on or before the 10th day of the month a report on Form MV-11 detailing the emergency trips made by the employee with the vehicle, after his regular tour of duty, during the previous month. The employee shall report upon such forms in detail the emergency or unusual extra duty that justified the keeping of the city-owned vehicle in his possession over night. Since the regular tour of duty of some city employees, such as pool hall and dance hall inspectors and employees of the Liquor Control Department, includes much night work, it will not be necessary for such employee to report the uses to which the vehicle is put during his regular tour of duty. Form MV-11 must be filed however by every employee who is authorized to take a city car home. If there are no emergency trips made during the month, then the report can be turned in with the notation, "No emergency use during month."

6. Reason for This Regulation. The above procedure is designed to provide adequate identification for all employees whose work requires use of city cars after regular working hours, and to record the use of such vehicles as a means of answering charges of alleged abuses frequently made to the city government. It must be re-emphasized that this does not mean that city employees are permitted to use city cars for private purposes.

Cost Records on City-Owned Motor Vehicles

1. Reports That Must Be filed. Each department operating city-owned motor vehicles not controlled directly by the Motor Equipment Division of the Public Works Department so as to provide cost and operating data through the Public Works cost accounting system shall report the cost and operating data for its vehicles on Form MV-7, "City-Owned Motor Vehicle Cost Report." This report shall be sent to the city manager's office following the close of each month.

2. How Prepared. The figures for miles per gallon and cost per mile shall be inserted in the May report of each year based on that month, but in each report thereafter, shall be based upon the cumulative costs and cumulative mileage from May 1st of the fiscal year in question.

Use of Privately Owned Motor Vehicles on City Business

1. Use of Privately Owned Motor Vehicles on City Business Permitted - How Authorized. Privately owned motor vehicles may be used on city business only after an authorization form (Form MV-1) has been submitted by the head of the department or office, approved by the city manager and filed with the commissioner of accounts. The department head must indicate thereon the code to be charged.

2. Daily Mileage Report. In each such case, the employee shall file with his department head a daily report (Form MV-2) showing starting point, starting speedometer reading, points visited during the day, speedometer reading at the close of the day's work, and total miles driven, after deducting any mileage not on city business.

3. Monthly Mileage Summary. At the close of each calendar month each department or office shall prepare a monthly summary (Form MV-3) in duplicate showing for each employee the mileage driven, cash allowance, and allowance of gasoline and oil. One copy shall be filed as indicated on the form, the other shall be used as indicated in paragraph (6).

4. Allowances for Use of Privately Owned Vehicles. Employees will be compensated for the use of their automobiles up to a maximum of 600 miles per month on the following basis: cash allowance, per mile, 5 cents; gasoline allowance, per mile, .08 gallons; and oil allowance, per mile, .01 quarts.

5. Excess Mileage. For mileage in excess of 600 miles in any month, no additional cash allowance will be given, but gasoline and oil allowance will be granted as set forth above.

6. Preparation of Warrant Register and Requisition for Payment of Cash Allowance. Cash allowance will be paid each employee after the close of the calendar month through use of Form MV-4. This form will be used for listing all employees in each department and division who are to be paid for the use of their automobiles. At the close of each month the Division of Accounts will send these forms filled in with the name of each employee and the code number to be charged to the department. The department will fill in the mileage, amount of cash due, and the monthly allowance of gasoline and oil to each employee, and will return these forms bearing the approval of the department head together with the signed carbon copies of Form MV-3 for all employees listed to receive allowances. Cash allowance must check each month with amount given in the monthly summary. Gasoline and oil consumption shall not exceed the amounts shown on monthly summaries. Form MV-5, which is a recap of total charges against each account, should be sent to the Division of Accounts along with Form MV-4 and MV-3. Upon receipt of Forms MV-3, MV-4, and MV-5, checks will be prepared and sent to the department for distribution together with one (yellow) copy of MV-4. The second (green) copy of MV-4 shall be sent to the Commissioner of Motor Equipment for filing.

7. Gasoline and Oil to be Obtained at City Operated Service Stations. Employees entitled to allowances of gasoline and oil may obtain the same at the service stations operated by the department in which they work. Employees in departments and offices not operating their own service station facilities may obtain gasoline and oil at the Public Works Garage at 20th and Vine Streets. Each department having employees entitled to gasoline and oil allowances shall notify the service station operated by the department, or the Director of Public Works when the facilities of the Public Works Garage are to be used in writing at the beginning of each calendar month the name of each employee, the department and division, the make and type of motor vehicle, the license plate number and the maximum number of gallons of gasoline and quarts of oil to be furnished each employee during the month. Employees receiving such allowances shall receipt for the same at the time of delivery.

8. How Forms Shall Be Obtained. The following forms should be requisitioned from the storeroom in sufficient quantities for a three months' supply: Form MV-1--Authorization for Allowance for Use of Privately Owned Motor Vehicle. Form MV-2--Daily Report of Use of Privately Owned Motor Vehicle. Form MV-3--Monthly Summary of Use of Privately Owned Motor Vehicles. Form MV-5--Requisition for Car and Truck Allowances.

9. Public Liability and Property Damage Insurance. If the owner of the car carries public liability and property damage insurance for his own protection, he shall be asked to have his policy extended to cover the city as well as himself. If he does not, the department shall pay the cost of public liability insurance under fleet rate in \$10,000--\$20,000 limits.

Cancellations. When any employee's authorization is cancelled by the department, notice of this must be given to the commissioner of accounts by a

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memorandum to which must be attached the original copy of the authorization. Whenever an employee's authorization is cancelled for a period exceeding 60 days, the authority shall be cancelled and a new authorization shall be requested if he is reinstated at a later date.

City Motor Pool

1. Automobile Pool Established. It obviously is uneconomical for an automobile to be assigned to the exclusive use of one individual who uses it only a small portion of the time. In order to get the maximum use of each automobile and to serve the needs of the city as a whole in the most economical manner, a city automobile pool is hereby established to operate from the City Hall garage.

2. Permit Card. Each department head shall issue a recommendation to the commissioner of motor equipment for pool car permit cards for each employee in the department who is entitled to use cars from the city motor pool. The employee will be issued a card (Form MV-8) provided he possesses city and state driver's licenses and has experience as a driver. The commissioner of motor equipment shall keep an accurate record of pool car permit holders in his office at all times.

3. Using a Pool Car. No car will be assigned without the employee first displaying the permit card. A form (Form MV-9) shall be made out showing the time and speedometer reading when car is taken out. Upon returning the car the speedometer reading shall be entered and the employee shall sign the form and write an explanation of the nature of use on the back. The supervisor of parking shall be responsible for the proper filling out, and for sending Form MV-9 to the commissioner of motor equipment. He shall be responsible for assigning the various pool cars for use.

4. Schedule of Charges. Schedule of charges for use of pool cars: five cents per mile, plus 10 cents per half hour or fraction thereof; minimum charge 20 cents.

5. Study Transportation Needs. Each department head is directed to make a study to determine the extent to which those under his direction can use cars from the pool with greater economy than driving privately owned cars or having city cars assigned to their exclusive use. Except in cases where the employee actually uses a car the greater portion of the day, the city car assigned to him should be turned in, and he should be directed to use the facilities of the pool. Studies should also be made to determine in which cases employees can use street cars and buses more economically than city cars or than by being given allowances for using their own cars.

ST. LOUIS, MISSOURI

1. Requirements To Use and Operate A City-Owned Motor Vehicle

A. All employees appointed to operate trucks and other commercial vehicles and those assigned to the use of passenger cars: (a) Must prove by actual demonstration that they are qualified chauffeurs. (b) Must possess city and state driver's licenses, and if necessary, chauffeur's license. (c) Must be acquainted with, and obey all city traffic laws. (d) Should possess some knowledge of the methods and materials used in servicing automotive equipment.

2. Assignment of City-Owned Motor Vehicles

A. No city-owned vehicle shall be operated by any employee to whom a car has not been assigned.

B. No employee shall be privileged to drive a city automobile other than the car which has been properly assigned to him.

C. Assignment of a specific car to one employee places sole responsibility for same with him.

D. Name and address of employee, department and division thereof, and number of vehicle must be furnished to Phil P. Neu, Assistant Supt. of the Municipal Garage, representing the Comptroller.

E. In the interest of operating efficiency, assignment of any vehicle should not be transferred from one employee to another unless advisable or necessary. Whenever a permanent change of assignment is made, same must be reported in writing.

3. Automobiles Will Be Assigned Only When Absolutely Necessary

A. Before a car is assigned to an employee, a detailed outline of his daily duties, proving his need of an automobile, must be furnished, and if found necessary, assignment will be approved.

B. No employee will be assigned to the use of a city automobile unless there are no other means of transportation available or practicable.

C. Whenever and wherever possible weekly street car and bus passes furnished by the city must be used. This refers principally to cars driven a low average mileage such as being driven to an assigned place of duty, where car remains parked for most of the day. Where employees have ample time to reach their places of duty by street car or bus, they should use same.

D. In such cases where city cars must be used, and the required usage is not sufficient to warrant the permanent assignment of a city car to a single person or department, such assignment will not be approved. Instead, such person or department is expected to use the service of a city general service car.

E. General service cars are operated for the use of city activities only, and should not be requested for other purposes.

F. Requests for the use of general service cars are made through the Municipal Garage, and are granted to those city officials and employees privileged, by approval, to their usage.

4. Employees' Personal Cars Used For City Business On Monthly Compensation Basis

A. No compensation will be allowed for use of personal cars unless vitally necessary, and only then if other means of transportation are not available or practicable. Weekly street car and bus passes can be used in many instances. Compensation will be allowed strictly on the basis of mileage operation in the performance of City activities.

B. The use of privately owned cars should be curtailed wherever and whenever possible and practicable. Some of these cars are driven a very low mileage each month, and in these cases other transportation, and often the use of a city general service car, will suffice.

5. Permitted Use of City Automobiles

A. No city automobile can be driven without proper authority and approval.

B. City automobiles can be used only for city business. Personal and social uses are prohibited.

C. Employees driving city vehicles are cautioned to travel the minimum mileage required in the performance of strictly assigned city duties.

D. Employees operating city owned vehicles may carry as passengers in said vehicles only such authorized city employees whose duties require the use of a car, and such other authorized persons whose business or civic activities are important to city interests.

E. An opinion by the city counselor, dated September 3, 1942, relative to the liability of a host for injuries sustained while riding as a guest in a city automobile negligently operated by the host and the liability of a municipal corporation for injuries arising out of the negligent operation of municipal automobiles by municipal employees, reads in part as follows: "****
***** Warn all city officers and employees operating city-owned or controlled automobiles to carry no guests as passengers in said automobiles." This opinion shall constitute a regulation governing the use of city vehicles.

F. City-owned trucks and passenger cars cannot be used for the purpose of hauling merchandise and materials other than those owned and used by the city or for city activities and other authorized purposes.

G. No city motor vehicle shall be driven outside the limits of St. Louis except on official business.

6. Garaging of City Motor Vehicles

A. All city motor vehicles must be parked in city operated garages every night, Saturday afternoons, Sundays and holidays, and at all other times when not in service on city business.

B. No city motor vehicle can be garaged in an employee's private garage or anywhere else any day, night, Sunday or holiday without special approved permission. If, at any time, such permission is granted, automobile must be housed in a fireproof garage. The location and type of garage must be furnished when request for such privilege is made.

C. Only those motor vehicles that are regularly, or in an emergency, operated for city activities, both before and after fixed working hours, are permitted to be out of city garages at such times.

D. Authorization must be secured to permit any other motor vehicles to leave city garages before, or remain out after regular working hours, Saturday afternoons, Sundays and holidays.

E. In an emergency arising after regular working hours, those department and division heads, superintendents and other supervisors who are subject to call 24 hours per day, and who are permitted the use of a city automobile during regular working hours, have the authority and privilege to use taxi service for such emergency. Expense of taxi service will be refunded by voucher by presenting to their department the taxi bill and evidence that such city emergency necessitated taxi service.

F. City-owned automobiles must not be parked outside of city garages merely to provide garaging spaces for privately owned cars.

7. Employee's Responsibility

A. Each employee shall be held responsible for the proper care, use and operation of the city vehicle which is assigned to him.

B. Vehicles must be driven and used with the maximum care.

C. Trucks must not be overloaded or abused.

D. Tires must, at all times, be properly air-inflated.

E. Oil must be checked each day gasoline is serviced.

F. Cars must be greased and oil changed at proper time and mileage.

G. Radiators must be checked for water and anti-freeze.

H. Requests for repairs and check-up must be made to the garage where automobile is serviced as soon as faulty running of car or truck is detected by the chauffeur.

I. Motors must not be left running while automobile is not in operation.
J. Keys must not be left in car when car is parked at place of duty and chauffeur leaves.

K. Vehicles must be kept clean and presentable.

L. Syphoning and theft of gasoline is contrary to law, and proven offenders will be turned over to proper authorities.

M. A report signed by the driver covering any accident or damage involving city vehicles must be submitted immediately thereafter to his superior or department head. Department will then forward copies of accident report to the Comptroller, City Counselor and Municipal Garage.

N. Repair cost of damages caused by improper operation, carelessness, and negligence involving city vehicles will be assessed against the employee to whom the vehicle is assigned, if proven responsible for such damages.

O. In the event of damages, accident, or for any other reason, the driver of a city motor vehicle is not permitted or privileged to take such vehicle to a privately owned repair shop unless proper approval has been secured. If vehicle requires road service, contact the City garage where such vehicle is serviced.

P. These rules will be enforced by the Comptroller's Office through Phil P. Neu, Assistant Superintendent of the Municipal Garage. Any appeal from his decision must be made in writing, setting out the facts, and submitted to Ray C. Schroeder, Secretary of the Board of Estimate and Apportionment, for consideration by that Board.

